

GREEN RIVER INTERAGENCY TYPE II HAND CREW OPERATING GUIDELINES

Home Dispatch Center:

CRAIG INTERAGENCY DISPATCH CENTER

Contributing Dispatch Center:

RAWLINS INTERAGENCY DISPATCH CENTER

Effective: 2011 Last Edit: 2/15/2011



Participants

Northwest Colorado Fire Management Unit (NWC FMU)

(Arapaho National Wildlife Refuge, Browns Park National Wildlife Refuge,
Bureau of Land Management, Dinosaur National Monument)

High Desert District-Wyoming

(BLM-Rock Springs, Rawlins)

Colorado State Forest Service

Interagency Crew

The Arapaho National Wildlife Refuge (ARR), Browns Park National Wildlife Refuge (BPR), Bureau of Land Management (BLM), Colorado State Forest Service-Granby & Steamboat Springs Districts (CO-CRS), Dinosaur National Monument (DSP), and the High Desert District (HDD-Southern Wyoming) agree to participate in an Interagency Type II Handcrew following the guidelines and components outlined in this document. The crew will be listed as CRW2 in ROSS. (See matrix, page 9) The crew name is: ***Green River Interagency Type II Hand Crew and herein after will be referred to as the crew.***

These Operating Guidelines will be reviewed annually by the participating agencies to ensure compliance with their agency policies. The NWCFMU Operations Committee and High Desert District will approve annually at the spring operations committee meeting.

Season of Operation

The crew could be available for dispatch from June through September 30. The crew may be listed as unavailable by the participating Cooperators based on current unit activity or local preparedness levels.

Availability

The crew will be listed as available for local, regional and national assignment. The crew will not be removed from available status without the consensus of all agencies participating in crew components. Pre-season as well as ongoing evaluation should be made by each cooperating agency to insure adequate resources are available for initial attack coverage on home units and for support of agency crew components. All agencies party to this agreement will be given an opportunity to participate when any additional crews are made available.

Notification of Crew order

Craig Interagency Dispatch Center (CRC) will list the handcrew as available in ROSS. CRC and RWC will provide any "Heads-up" notification of a potential resource order if RMCC has notified the dispatch centers. Participating agencies will be expected to respond at the time of an order. CRC will notify agency contacts by phone that a crew resource order has been received. Once an official resource order has been received by CRC and sent to RAD, each unit will have 45 minutes to respond to the initial request for crew members. After 45 minutes, the crew will be filled with any available crewmember regardless of unit. Every attempt will be made to follow the leadership rotation, but final decisions will be made by the NWCFMU AFMO/Duty Officer & the High Desert District AFMO/Duty Officer. NWCFMU and HDD AFMO/Duty Officers will have morning conference calls during periods of increased activity to verify the mobilization of the Green River Crew.

Crew Typing

The crew will be configured and listed in ROSS as a Type 2 Crew. If the crew meets the standards for Type 2 IA Crew, then CRC will status the crew as IA capable in ROSS. Standard Crew Components: **refer to matrix on pg. 9 identifying CRW2 and CRW2IA standards**

1. The following positions are considered to be the standard crew structure:
 - Crew Boss (1 CRWB).
 - Crew Boss Trainee (1 CRWB (T) optional).
 - Crew Foreman (1 CRWB optional based on CRWB).
 - FFT1 (3), 1 FFT1 (t), (3 ICT5's are required for CRW2-IA standard).
 - Sawyers (3) for CRW2-IA standard. **See Faller/Sawyer section.**
 - Firefighters (the balance of the remaining 20), 60% of the crew must have one season of experience. When possible a minimum of 1 EMTB qualified firefighter.
2. Agency commitments for the Green River Interagency Crew (May be adjusted at time of dispatch):
 - High Desert District-BLM 8 person minimum, 2 saws w/ kits & fuel/oil, tools, burn equipment
 - NWCFMU 8 person minimum, 2 saws w/ kits & fuel/oil, tools, burn equipment
 - CO-CRS 3 person minimum, 1 saw w/ kit

NWCFMU and HDD units unable to meet their crew commitment should contact Craig Dispatch Center at 970-826-5037 as soon as possible. CRC will advise the other cooperators to assist in filling remaining crew components.

Crew Bosses

Crew Bosses for the crew will be determined by the Duty Officer. **The rotation will be set up with CO and WY having crew boss duties every other crew assignment.** The assigned Crew Boss needs to confirm assignments within 45 minutes; otherwise, a replacement will be made. Crew Bosses will be required to find their own replacements if unable to fulfill their assigned rotation.

Crew Boss Trainees

Any time the crew is dispatched, an effort will be made to assign the Crew Boss Trainee listed during the time frame in which the crew goes out. However if none are available this will not prohibit the dispatching of the crew on a fire assignment.

Crew Boss and Crew Boss Trainees assigned to Green River Interagency Crew may not accept other fire assignments when deployed with the crew.

FFT1's and ICT5's (Squad Leaders)

Each crew will have 3 FFT1's as Squad Leaders. The following agencies (HDD and CRD) will provide a FFT1/ICT5 Squad Leader with their crew component, whenever possible, and must provide 3 ICT5/FFT1 when configured as a CRW2-IA Crew. Squad Leaders will be identified and documented on the crew manifest by CRC and RWC.

Fallers/Sawyers

A minimum of three red card qualified faller/sawyers will be assigned to each crew whenever possible, one will be carded as FALB as a minimum and have no other assigned collateral duties. When the crew provides transportation from participating agencies, saws can be provided for the crew between the NWCFMU and HDD at the time of dispatch. On assignments where the crew is being flown out from our home base, saws may only be carried if authorized by the airlines or charter service. **Saws must be cleaned and purged before any airline flight.**

Emergency Medical Technician (EMT)

Every effort will be made to include a Colorado or Wyoming certified EMTB with each crew when possible, but this is not a required component.

Crew Manifests

The following information will be provided to Craig Dispatch Center and Rawlins Dispatch Center for the Crew Manifest prior to the crew being made available: Name, Position, Gender, Agency & Home Unit, Personal Weight, and Gear Weight, Vehicle Make, and License Plate. Any changes made to the manifest will be promptly reported to the responsible dispatch center.

Mobilization Time

The crew will meet the national standard for mobilization of a Type II crew. This is 4 hours from time of notification by RMACC to assembly at the designated departure point.

Mobilization Method

Primarily Agency Owned Vehicles (might be exceptions depending on resource order)

To be coordinated during mobilization and will be drawn from a pool supplied by:

- | | |
|---------------|-----------------|
| a) BLM-NWCFMU | 1 Six-pack |
| b) BLM-HDD | 2 or 3 Six-pack |
| c) CO-CRS | 1 Six-pack |
| d) NPS | 1 Extended cab |
| e) FWS | 1 Extended cab |

Designated Departure Point

The crew will assemble all of its members at the Unit closest to travel destination. Each component of the crew will have a Chief of Party (COP) during travel. Individual agencies may coordinate their components at other assembly points before all agencies assemble at the designated departure point. All components are expected to arrive at the departure point fire ready and ready to travel.

Designated Disbanding Point

The crew will disband all of its members at the original departure point, or from most efficient location, upon return from any fire assignment. It is expected that the Crew Boss, Crew Boss Trainee, and foreman will hold a formal After Action Review (AAR) with the crew. In addition, the Crew Boss, Crew Boss Trainee, and foreman will meet with the Unit AFMO/Duty Officer to discuss any issues good or bad that may have occurred during the fire assignment. No individuals will be allowed to depart from this location if they are unable to return to their designated duty station before 2200. Motel rooms will be secured for those individuals for the night and then allowed to return home the following day. **It will be the Crew Boss who makes the final determination of the release time from the disbanding point based on 2 to 1 work rest guidelines, crew fatigue, and overall safety. During crew release the Crew Boss will notify CRC of the departing resources, designated chief of party, and contact information.** Then each component Chief of Party (COP) will be responsible contacting their home unit dispatch with travel plans, ETA, and ATA.

OPERATING GUIDELINES

Standard Crew Equipment Requirements

Radios: Each agency will furnish its overhead personnel (Crew Boss, Crew Foreman, Crew Boss Trainee, and Squad Leaders) with programmable radios. A minimum of five radios should be taken on each dispatch to insure good inter-crew communications. These radios should be programmed with the BLM work frequency of 168.350, and should be the primary travel frequency. Radio assignments may be altered to accommodate digital or narrow band systems used by the requesting unit/incident. Confirmation will be sought prior to mobilization. Family Radio Service (FRS) radios are not allowed.

Chainsaws: Chain Saw for the crew will be provided at each unit sending personnel for the assignment. These saws will be cleaned and refurbished upon return to the cache after any fire assignment.

Meals and Water: Unless traveling by air, the crew will be dispatched with rations and water sufficient for two meal periods. The crew is expected to arrive at the assembly point fed and self sufficient for a minimum of six hours. No special arrangements will be made to feed crew members who do not comply. Before being demobed from an incident, the Crew Boss should make meal and/or lodging arrangements with incident personnel, for the time the crew is in travel status. At a minimum, the crew should have lunches.

First Aid Kits: 2 10-Person first aid kits, at a minimum, will be sent with each crew dispatched.

CREW BOSS AND CREW BOSS TRAINEE RESPONSIBILITIES

The Crew Boss needs to confirm their assignment within 45 minutes; otherwise, a replacement will be made. The Crew Boss is responsible for the management, organization, and safety of the crew from the time of dispatch until the return of the crewmembers back to their duty station. Though the Green River Crew is interagency in nature, the Crew Boss regardless of agency affiliation is in command of the crew. Tactical decisions as well as administrative issues are the responsibility of the Crew Boss. Once CRC receives the resource order, the Crew Boss will be notified through their respective dispatch center. The Crew Boss will then contact CRC to begin coordination regarding

mobilization of the crew by obtaining the necessary information (resource order number, *date* and time needed, and reporting instructions) required to perform the Crew Boss function. At this time the designated departure point and time will be determined.

Crew Briefing

It is mandatory that the Crew Boss, foreman and Crew Boss Trainee present a briefing to the crew prior to departure which includes:

- Details of the assignment.
- Logistics including transportation method and travel plans.
- Crew organization and squad assignments.
- Review supplies, line gear and equipment.
- Collection of Task Books to be evaluated.
- Confirmation that Red Cards and photo ID's are in possession by all.
- Review health and welfare issues.

Evaluations

The Crew Boss is responsible for completing an evaluation of the Crew Boss Trainee, any squad boss trainee and ensuring a crew evaluation is received from their fireline supervisor before leaving the incident. These evaluations, and copies of, will be submitted to hosting unit AFMO's upon return to Craig and forwarded to the appropriate unit.

The Crew Boss Trainee will be responsible for submitting a copy of crew member performance for either superior performance or less than satisfactory performance, if applicable, for each individual working the incident (be specific when identifying problems).

Time Sheets

The Crew Boss is responsible for submitting completed and signed documents for their crew throughout the duration of the assignment. The squad leaders, Crew Boss or Crew Boss Trainee from each agency will serve as chief of party for that agency during travel to and from the point of departure. Time sheets for each agency providing crew members will be given to their chief of party for return back to home units. The accuracy of the firefighter time sheet upon completion is the responsibility of the firefighter with problems resolved by the Crew Boss before departing the incident or before disassembly of the crew upon return.

Disciplinary Action Procedures

If any inappropriate behavior occurs while the crew is mobilized, it is the responsibility of the Crew Boss to take immediate steps to insure that the actions cease. If the behavior is serious enough to warrant an individual's demobilization or legal actions, CRC must be notified along with the appropriate personnel on the incident. CRC will then notify the involved cooperative agency. Specific details of the actions must be documented accordingly.

TIME REPORT PROCESSING AND PAY RATES

Because Interagency Suppression Crews and single resources represent many different agencies, it is especially important for crew supervisors, strike team leaders, crew liaisons, and other miscellaneous overhead to understand their responsibilities in regard to Interagency Incident Business Management policy.

Emergency Firefighter Time Report

1. Be certain that each person has a time report and that it is posted each day. The local timekeeper must sign these reports prior to your departure from the incident. Make sure the Firecode meets the requirements of the represented agencies.
2. Regular government and CSFS employees shall return with their Emergency Firefighter Time Report (EFTR) and submit this document to their normal timekeeper, i.e. home unit, for processing as soon as possible.
3. Other cooperators shall process their firefighter time through their normal procedures, at their home unit.
4. Personnel dispatched as single resources are responsible for submitting their own time reports to their home unit.

MOTELS, RESTAURANTS, CAR RENTALS, ETC.

All people will follow their respective agencies policy for travel. Crew Boss, Foreman, and CRWB (t) need to make sure at least one has the Crew Chief Option setting on their purchase cards. For crew members and crew bosses, all expenses should be picked up by the benefiting agency. In other words, there should be no out-of-pocket expenses that are reimbursable. In the rare case where this does not hold true, regular government employees should bring back receipts and submit them through normal reimbursement channels. Non-federal employees should submit bills for any reimbursable out-of-pocket expenses to the benefiting unit finance section on the incident when possible. When expenses are incurred en route home, receipts should be submitted to the benefiting agencies finance unit for processing.

Should a car rental be needed, make every effort to have the benefiting unit rent the vehicle for you and then submit any gas slips to the finance section prior to returning home. No benefiting unit can require you to rent a vehicle at your own expense. Should you choose to do so, submit all bills to the finance section prior to returning, if you are a non-federal employee. Regular government employees can submit such bills on their per diem and charge the cost to the fire management code. All personnel will need to bring documentation (Resource Order Form) for the benefiting unit as to the reason why the car rental was needed and that it was an authorized expense if they should bring a bill home for payment.

WE CANNOT REQUIRE THAT CREWMEMBERS TAKE CASH AND/OR CREDIT CARDS WITH THEM ON A FIRE ASSIGNMENT; HOWEVER, IT IS HIGHLY RECOMMENDED.

Required Equipment

Each crew member is expected to come equipped with line gear, personal gear pack, and sleeping bag ready for fire line assignment up to 14 days (Excluding travel). Required line equipment is as follows:

- 1 personal fire pack (red bag)
- 1 field pack web gear
- 1 hard hat w/chin strap
- 2 pair leather gloves
- 2 pair nomex pants
- 2 Nomex shirts
- 6 1 qt canteens (minimum)
- 1 pair goggles
- 1 pair ear plugs
- 1 pair lace-up, leather boots, 8 inch tops, lug soles
- 1 individual first aid kit
- 1 fire shelter
- 1 headlamp w/batteries
- 1 cloth sleeping bag
- 2 meals (ready to eat type meal)
- “Red Card” and official photo ID (Drivers License, Government ID)

Recommended additional equipment

- bandannas
- socks (plenty)
- underwear and T-shirts 100% cotton, enough for 2 weeks
- jacket/sweater & cap
- rain gear
- tennis shoes
- ground cloth/ small tent(optional)
- toilet kit
- travelers check or cash (\$50.00)
- belt
- personal prescription drugs, extra glasses
- pocket notebook and pencil

Line gear and personal equipment must meet the following guidelines:

- Maximum weight for line gear and personal pack is 65 lb.
- No items are to be attached to the outside of packs
- Fire clothing and boots will be worn from point of departure to assignment during travel

Minimum Crew Standards for National Mobilization

Release Date: January 2011 APPENDIX T-1

MINIMUM CREW STANDARDS FOR NATIONAL MOBILIZATION Minimum Standards	Type 1	Type 2 with IA Capability	Type 2
Fireline Capability	Initial attack/can be broken up into squads, fire line construction, complex firing operations(backfire)	Initial attack/can be broken up into squads, fireline construction, firing to include burnout	Initial attack, fireline construction, firing as directed
Crew Size	18-20		
Leadership Qualifications	Permanent Supervision Supt: TFLD, ICT4,FIRB Asst Supt: STCR, ICT4 3 Squad Bosses: ICT5 2 Senior Firefighters: FFT1	Crew Boss: CRWB 3 Squad Bosses: ICT5	Crew Boss: CRWB 3 Squad Bosses: FFT1
Language Requirement	All senior leadership including Squad Bosses and higher must be able to read and interpret the language of the crew as well as English.		
Experience	80% 1 season	60% 1 season	20% 1 season
Full Time Organized Crew	Yes (work and train as a unit 40 hrs per week)	No	No
Communications	5 programmable radios	4 programmable radios	
Sawyers	3 agency qualified	3 agency qualified	None
Training	As required by the Interagency Hotshot Crew Guide or agency policy prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment
Logistics	Crew level agency purchasing authority	No purchasing authority	No purchasing authority
Maximum Weight	5300 lbs		
Dispatch Availability	Available nationally	Available nationally	Variable
Production Factor	1.0	.8	.8
Transportation	Own transportation	Transportation needed	Transportation needed
Tools & Equipment	Fully equipped	Not equipped	Not equipped
Personal Gear	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 qt canteen, web gear, sleeping bag		
PPE	All standard designated fireline PPE		
Certification	Must be annually certified by the local host unit agency administrator or designee prior to being made available for assignment.	N/A	N/A